

National Aeronautics and
Space Administration

Goddard Space Flight Center
Greenbelt, MD 20771



September 13, 2011

Reply to Attn of: 210.H

TO: All Prospective Offerors

SUBJECT: Request for Proposal (RFP) NNH11366438R for
NASA Headquarters Operational Support Services (HOSS)

The subject RFP is to provide operational support services to be performed at the NASA Headquarters located in Washington, D.C. This requirement will be conducted as an 8(a) competitive procurement. The NAICS code is 561210 with a \$35.5 million size standard.

A Cost-Plus-Fixed Fee (CPFF) with Technical Performance Incentives contract is contemplated with a seven month base period, 4 one-year option periods, and 1 five month option period for a potential 5-year effort.

The Government will hold a site visit, on September 20, 2011 and September 21, 2011 at 10:00 a.m. EST at NASA Headquarters, 300 E. Street S.W., Washington, DC 20546. If you are interested in attending the site visit, contact Raymond Jones via e-mail at Raymond.R.Jones@nasa.gov to express your interest. A bidder's library has been created to allow offeror the opportunity to review relevant reference materials related to this solicitation. This information may be viewed at <http://www.hq.nasa.gov/HOSS/>.

The RFP includes, by reference, provisions 52.215-1, INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION, which states that the Government intends to evaluate proposals and award a contract without discussions with Offerors. However, the Government reserves the right to conduct discussions in accordance with Federal Acquisition Regulation (FAR) Part 15 and NASA FAR Supplement (NFS) 1815, if the Contracting Officer determines them necessary.

Exhibit 3 – Quality Assurance Surveillance Plan is provided for your information only. This is a Government document establishing criteria to assure technical and administrative proficiency and compliance with the contract terms and conditions. This document will not be made a part of the resultant contract.

The RFP does not commit NASA to pay any proposal preparation costs, nor does it obligate NASA to procure or contract for these services. This request shall not be construed as authorization to proceed with, or be paid for charges incurred by performing any of the work called for in this solicitation.

For proposal purposes, Offerors should assume the 30-day phase in period start date of January 30, 2012. Your proposal must be signed by an official authorized to bind the company and it is suggested that the Offeror indicate a proposal validity period of at least 180 days from the date of initial submission.

Your proposal is due no later than **2:30pm EST, on October 27, 2011**. Please refer to Section L.20 Proposal Marking and Delivery.

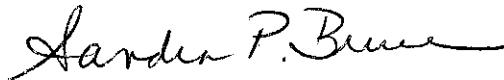
All information related to this procurement will be made available on the World Wide Web at <http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=D&pin=04>.

If any inconsistency between this letter and the RFP occurs, the RFP takes precedent. All questions on the RFP must be submitted in writing by mail or electronically to Raymond.R.Jones@nasa.gov or delivered to the following address:

NASA/Goddard Space Flight Center
Raymond R. Jones IV, Code 210.H
Bldg. 17, Room S122
Greenbelt, MD 20771

As of this date, the procurement is in an official "Black-out." The individual listed above is the sole point of contact concerning this solicitation. For identification purposes, all communications regarding this solicitation should include the above-referenced solicitation number.

Thank you for your interest and NASA looks forward to receiving your proposal in response to this RFP.



Sandra P. Bruce
Contracting Officer

Enclosures:

Solicitation NNH11366438R with Attachments:

- A. Statement of Work
- B. Financial Management Requirements
- C. Headquarters Operations Support Services Technical Performance Incentive Plan
- D. List of Installation Accountable Government Property
- E. Wage Determination
- F. Safety and Health Plan
- G. DD Form 254
- H. Organizational Conflict of Interest Avoidance Plan
- I. IT Security Plan
- J. Position Descriptions
- K. IT Security Additional Documents List
- L. PIV Card Issuance Procedures

Exhibits:

- 1. Cost Charts
- 2. Past Performance Questionnaire
- 3. Surveillance Plan